

## PUBLIC WORKS &amp; UTILITIES COMMITTEE

13-0013R



RESOLUTION AUTHORIZING RENEWAL OF ANNUAL CONTRACT WITH INFOSEND, INC., FOR MAILING SERVICES AND POSTAGE DURING YEAR 2013 IN THE AMOUNT OF \$189,000.

## CITY PROPOSAL:


RESOLVED, that the proper city officials are authorized to renew the annual contract with InfoSend, Inc., the second year of a potential four-year contract, for mailing services (\$48,000) and postage (\$141,000) during year 2013 in the amount of \$189,000, payable as follows:

	Dept./Agency (Public Works & Utilities)	Div./Cost Ctr. (Customer Services/ Customer Accounts)	Object (Contract Services)
Mailing Services - \$48,000			
\$12,480 510 Water	500	1940-2400	5310
\$18,720 520 Gas	500	1940-2400	5310
\$11,040 530 Sewer	500	1940-2400	5310
\$5,760 535 Stormwater	500	1940-2400	5310
Postage - \$141,000			
\$36,660 510 Water	500	1940-2400	5322
\$54,990 520 Gas	500	1940-2400	5322
\$32,430 530 Sewer	500	1940-2400	5322
\$16,920 535 Stormwater	500	1940-2400	5322

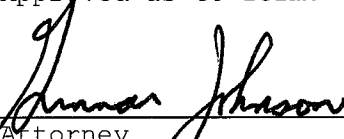
Approved:

  
 Department Director  
 Purchasing Agent 

Approved for presentation to council:

  
 Chief Administrative Officer

Approved as to form:

  
 Attorney  
 PWU/PRCH DS:le 01/02/2013

Approved:

  
 Auditor

STATEMENT OF PURPOSE: This resolution authorizes the renewal of an annual contract with InfoSend, Inc., for mailing services and postage in year 2013, for \$189,000, payable from the water, gas, sewer, and stormwater funds. This service includes mailing of city utility bills.

This is the second year of a potential four year contract.

The purchasing division posted the original request for bids February 23, 2011, on the city's website and received eight bids by the closing date. After careful evaluation by an internal team of experts and a successful test run, the contract was awarded to InfoSend, Inc.

InfoSend, Inc., is located in Anaheim, California.

Requisition 13-0020